


Department of the Army  
First Region (ROTC)  
United States Army Cadet Command  
Fort Bragg, NC 28310-5000

FRMOI 145-74  
21 September 1999

Reserve Officers' Training Corps  
JROTC Unit Evaluation Program

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FOR THE COMMANDER:

  
KERRY R. PARKER  
COL, AD  
Chief of Staff

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PROPOSER: The proposer of this publication is High School Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-HS, Fort Bragg, North Carolina 28310-5000.

SUPERSESSON: This is a new publication.

APPENDIX A: Unit Report (page 13)  
B: Unit Validation Checklist (page 27)  
C: Formal Inspection Checklist (page 31)  
D: Annual Unit Evaluation Summary (page 57)  
E: Items of Command Interest (page 59)

DISTRIBUTION: A; D; J; S  
Distribution codes used are explained in FRMOI 25-1.

This document is available on the Internet at:  
**[www-rotc.monroe.army.mil/firstregion](http://www-rotc.monroe.army.mil/firstregion)**

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1. References.

- a. AR 145-2
- b. AR 710-2
- c. AR 735-5
- d. FM 22-5
- e. CC Reg 11-2
- f. CC Reg 145-8

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- g. CC Reg 670-1
- h. CC Reg 700-1

2. Objective. Evaluation of Junior ROTC Units to determine if schools, Corps of Cadet, and instructors meet and maintain minimum program standards as defined by Public Law, contracts, Army Regulations, policies, and directives.

3. Concept of Evaluation. Schools are grouped geographically to reduce costs. The evaluation system is composed of three instruments (Formal Inspection, Unit Report and Unit Validation Visit) which collectively provide a maximum 1,000 points on a school year basis.

a. The Formal Inspection (FI) (Appendix C) is conducted every third year on an announced schedule by teams designated by Brigade Commanders. Units will receive an out briefing immediately following the inspection.

(1) The Formal Inspection is worth 600 points or 60 percent of the evaluation. In years during which no Formal Inspection is conducted, the last Formal Inspection score will be used for the record annual evaluation to compute program standings.

(2) Units that fail the Formal Inspection (less than 74 percent) will be re-inspected the following year. At a minimum units scoring less than 90 percent, but above 74 percent, will prepare a memorandum for record outlining the corrective action(s) taken for areas rated below average. These unsatisfactory areas will be re-inspected during the Unit Validation Visit.

b. The Unit Report (Appendix A) is an annual report of activities completed by the unit within the calendar year. This report must be completed and submitted to the brigade headquarters no later than 31 January each year. The Unit Report is worth 400 points or 40 percent of the evaluation.

c. The Unit Validation Visit (Appendix C) is an evaluation of classrooms, First Region (ROTC) and Cadet Command directed areas, and interviews with cadets. Unit Validation Visits are worth zero points and are conducted during those years when no

Formal Inspection is conducted. Graded on a GO/NO-GO basis, the purpose of the visit is to prepare programs for the Formal Inspection.

d. Unit Ratings. Brigades will calculate the Unit Evaluation Summary annually, which consists of the Unit Report and the most recent Formal Inspection score. Units are notified of ratings and probationary status no later than 15 September of each year and remain in effect for one school year. Eligible units that achieve at least a 96 percent level on each element of the evaluation will be designated Honor Unit with Distinction (HUD). Eligible units attaining at least 90 percent on each element will be designated Honor Unit (HU). Eligible units attaining at least 80 percent on each element will be designated Meritorious Unit (MU). Eligible units are those not on probation. First Region (ROTC) High School Division will notify units of their evaluation status, by 15 September of each year. Units with less than required enrollment (100 cadets for schools with 1000 or more total enrolled students or 10% of total enrolled students for schools with less than 1000 students) on the day of inspection are not eligible to receive HUD, HU, or MU designation.

#### 4. Responsibilities.

##### a. Commander, First Region (ROTC).

(1) Overall responsibility for policy, standardization, and concept of operation for all Junior ROTC inspections conducted within First Region (ROTC).

(2) Approve Junior ROTC inspection HUD, HU, and MU unit designations, and award appropriate certificates to qualifying units.

(3) Place on probation those units failing to meet the minimum standards, 75% on each element of the Formal Inspection. Remove those units on probation, which meet the minimum standards on each element of the Formal Inspection.

##### b. Brigade Commanders.

(1) Provide First Region (ROTC) High School Division a recommended FI schedule NLT 15 November of each year. Upon

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approval by High School Division brigades will notify units of inspection dates. Request for changes to Formal Inspection dates must be submitted to brigades NLT four weeks prior to the designated inspection date.

(2) Coordinate with First Region (ROTC) High School Division, SROTC battalions, and the appropriate DAI/SAI for the conduct of the Formal Inspections and Unit Visits.

(3) Provide the Formal Inspection team composed of two to three individuals of which, one representative must be certified by Region.

(4) Prepare Formal Inspection Reports (Appendix C) and provide to team chief for signature. Provide a copy of the signed Formal Inspection reports to inspected units. Formal Inspection reports may be neatly hand written.

(5) Recompute inspection scores, i.e., Formal Inspection and Unit Report, annually. Provide data to First Region (ROTC), High School Division NLT 30 June of each year, utilizing the format prescribed by High School Division.

(6) Review and verify final inspection spreadsheet prior to First Region (ROTC) publishing inspection results.

(7) Designate an inspection team consisting of one individual to conduct unit visits (Appendix C). The use of DAI's, SAI's, and AI's is authorized. The use of Senior ROTC cadre is authorized with the exception of Gold Bar Recruiters, which are prohibited. Senior ROTC cadets can not be inspection team members.

(8) Ensure Unit Visit reports are received within 30 days of completion of the visit and maintained on file for two years.

c. Chief, High School Division, First Region (ROTC).

(1) Serve as proponent staff agency for Junior ROTC Unit Evaluation Program.

(2) Approve Formal Inspection schedules in coordination with Brigade Commanders and effected DAI/SAI/AI.

(3) Provide personnel to serve on designated Formal Inspection Teams.

(4) Provide the Inspection Checklist to Brigade Commanders, Senior ROTC Sponsor Battalion Commanders and DAI/SAI/AIs.

(5) Notify units of their unit rating, publish unit rating orders and provide certificates for Honor Unit with Distinction, Honor Unit, and Meritorious Unit NLT 15 September of the inspection year. Units below minimum enrollment during the Formal Inspection are ineligible for HUD/HU/MU status.

(6) Resolve any disputed inspection ratings.

(7) Schedule and conduct inspection training for designated evaluators. Region trained evaluators will serve as the overall subject matter expert on the FI team, providing proper perspective and standards for the evaluation of JROTC units.

(8) Provide final inspection results to brigades 7 days prior to publishing orders, certificates, and letters.

(9) Inform Headquarters, United States Cadet Command, of all HUD/HU/MU selections.

(10) Inform all United States military academies of all HUD selections.

d. Formal Inspection Team Chief. The Team Chief will be the senior officer of the inspection team.

(1) Organize the team to inspect all functional areas required by the inspection checklist.

(2) Conduct entrance and exit briefing with the school principal or their designated representative if available.

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(3) Receive the cadet briefing and provide appropriate comments.

(4) Conduct the in-ranks inspection with assistance from other inspectors.

(5) If the unit conducts a review, act as the reviewing officer unless otherwise coordinated.

(6) Conduct a critique of the inspection with the DAI/SAI/AI, addressing the unit's strengths and weaknesses. Provided a handwritten copy of the inspection results with narrative comments and rated point values.

(7) Ensure the inspection checklist is properly scored and that specific comments citing the appropriate references are provided to substantiate the rated point values.

(8) Ensure each inspector is familiar with procedures in FM 22-5 (Platoon Drill, In-ranks Inspection, Battalion Formation, Color Guard Procedures and Battalion Reviews) and other references outlined in this MOI for the areas to be inspected.

(9) Resolve any problems/issues raised by the DAI/SAI/AI prior to departing the inspected unit.

e. Formal Inspection Team Members.

(1) Become familiar with references necessary to conduct the inspection as outlined in this MOI.

(2) Inspect assigned functional areas and assist in the in-ranks inspection.

(3) Score assigned section of the inspection checklist and provide comments on rated point values (comments should be specific and cite appropriate references).

f. Director of Army Instruction/Senior Army Instructor/Army Instructor.

(1) Coordinate with the Brigade Commander to schedule/confirm the Formal Inspection date(s) and clarify information and

support required. Request for changes to Formal Inspection dates must be submitted to brigades NLT four weeks prior to the designated inspection date.

(2) Notify school officials of the inspection and its purpose. Additionally, the head of the institution must be informed of the inspection team's availability to discuss ROTC matters.

(3) Coordinate with support installation to conduct Command Supply Inspection, prior to FI date, IAW CC Reg 700-1. If the support installation is unable to conduct this inspection, the sponsor Senior ROTC program or any USAR/NG supply representative may conduct the evaluation. Provide a copy of the most recent command supply inspection report to the Formal Inspection team upon arrival. When both inspections are absent, the inspection team will conduct a Command Supply Inspection.

(4) Assist the inspection team in accordance with AR 145-2, and the Formal Inspection Checklist. The below listed information must be provided:

(a) An inspection itinerary and strip map from the nearest major town to the school must be submitted to brigade NLT four weeks prior to the inspection date.

(b) Submit with the inspection itinerary (and have on hand at the Formal Inspection) a list of questions consistent with the Program of Instruction (POI) that may be asked cadets during the in-ranks inspection. Inspectors may ask cadets other general or POI related questions during the inspection.

(c) Provide a scribe to each inspector of the inspection team to assist with the in-ranks inspection.

(d) Provide information on local politics, cadet feelings, other positive or negative influences, or requests for exception to standard inspection procedures must be brought to the inspection team chief's attention prior to the start of the inspection.

(5) Schedule a sensing session. The sensing session may run concurrently with the FI.

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(6) Ensure the SAI and AI(s) are present during the conduct of the entire inspection.

(7) Surface any problems/issues regarding the inspection to the inspection team chief for resolution prior departure of the inspection team.

(8) Schedule a time for the inspection team to inspect staff areas.

(9) Submit unit report to brigade NLT 31 January covering the period 1 January - 31 December of the previous year. The purpose of this date is to allow notification of inspection results within the same school year.

#### 5. Coordinating Instructions.

a. Formal Inspections (Appendix C). The following three forms will be used during Formal Inspections:

(1) Cadet Command Form 187-C-R (Appendix C) is the inspection checklist. A completed draft copy of the inspection checklist will be provided to the inspected unit prior to the inspection team departure.

(2) Cadet Command Form 187-C-D-R (Appendix C) is the Supply Checklist. This form will be completed only if the inspected unit has not received a logistics inspection by the support installation or affiliated SROTC battalion within the last 12 months.

b. Unit Validation Visit (Appendix C). Brigades use Cadet Command Form 187-B-R when conducting a Unit Validation Visit. A completed copy of this document must be issued to the inspected unit upon completion of the visit. Also, a completed and signed copy must be submitted to the appropriate brigade NLT 30 working days after completion of the visit.

c. The Formal Inspection itinerary will be prepared by the DAI/SAI/AI in coordination with brigades. A copy will be forwarded to the appropriate brigade NLT four weeks prior to the inspection date. Unit Visit itineraries will be coordinated as



directed by each brigade. The Formal Inspection itinerary will include as a minimum:

(1) Initial Briefing. The DAI/SAI/AI should brief the inspection team informally of changes to the itinerary and any noteworthy aspects the Junior ROTC program.

(2) Office Visit with the Principal. Inspection Team Chief will, if available, conduct an office visit with the head of the host institution. An introduction of the inspection process and procedures will be covered during office visit.

(3) Inspection of JROTC Facilities. Classrooms, range and supply facilities, and any other facilities utilized by the Junior ROTC program will be inspected for appearance and operational ability.

(4) In-Ranks Inspection. All cadets will be inspected in accordance with FM 22-5 and ROTC Cadet Command Form 187-C-R. The DAI/SAI/AI may configure the Cadet Corps to best accommodate both the school schedule and the time available to the inspection team. Class A or B uniform (with awards) will be worn by all personnel involved in the inspection. Military personnel will wear the garrison cap with all uniforms. Civilian inspectors will wear appropriate attire to include coat; tie and conservative foot wear. Cadets in Class-B with jacket must remove jacket during in-ranks inspection.

(5) Drill Sequence of Platoon/Company or Review Ceremony. Drill and Ceremonies will be evaluated in accordance with FM 22-5, and Cadet Command Form 187-C-B-R. At the discretion of the DAI/SAI the inspected Junior ROTC unit may be evaluated as follows:

(a) Platoon or Company Evaluation. The selected platoon or company size element of the Cadet Corps will perform a drill sequence of commands (D&C). Deviations to the D&C sequence in the checklist are allowed if: (1) all commands contained in the checklist are accomplished, and (2) the drill sequence the Junior ROTC unit uses is provided to the Inspection Team Chief prior to the drill and ceremony evaluation.

(b) Battalion Review. If the inspected unit elects to conduct the battalion review for evaluation, the entire Cadet Corps will conduct the review in accordance FM 22-5. The

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battalion review may also include the presentation of awards. The Inspection Team Chief may perform the duties of the reviewing officer. If a cadet other than the Cadet Battalion Commander serves as the commander of troops, the Cadet Commander will serve as the host unit commander. Exceptions to standard procedures will be requested from the Inspection Team Chief.

(c) Many Junior ROTC units request to conduct a battalion review for the benefit of cadets and conduct platoon drill for evaluation. When a unit desires this evaluation system, it will normally be approved. The DAI/SAI must ensure approval is obtained from the Inspection Team Chief prior to placing this evaluation system into operation.

(6) Cadet Participation. All assigned Junior ROTC cadets are expected to be present for the inspection. Cadet participation will be evaluated in accordance with Cadet Command Form 187-C-R. Cadets absent from the inspection due to school suspension (to include in school) will be counted as unexcused.

(7) Sensing Session. The time and location of the sensing session must be posted at least one week prior to the inspection and will indicate that this period is open to anyone associated with the Junior ROTC program; i.e., cadets, instructors, faculty and parents. One half hour will be scheduled for the sensing session. The sensing session is the responsibility of the Team Chief.

(8) Inspection of Equipment. Equipment will be displayed so as to be readily available for inspection. All cabinets, chests and storage facilities except those containing weapons or examinations must be open. Weapon and examination cabinets must be opened upon request.

(9) Inspection of Administrative Records. At least one hour will be scheduled to allow the team time to inspect the cadet staff. The following items will be available for inspection:

(a) Grade Books.

(b) Opening Enrollment Reports for the school year.

(c) A copy of each examination given during the school year.

(d) Supply records, to include individual cadet clothing records.

(e) Cadet personnel records (JOINT JUISS required for all cadets entering the program after school year 1998).

(f) The two most recent inspection reports (formal and unit visits) with the report of corrective actions taken for areas rated less than average.

(g) The latest Command Supply Inspection (CSI) report with the report of corrective actions taken for deficiencies noted. CSI deficiencies will be re-inspected and narrative comments made. Based on deficiencies and corrective actions taken, High School Division may request a re-inspection by the support installation or Senior ROTC sponsor unit.

(h) Sensitive item inventory file.

(i) Privacy Act Statements and certificates of health and physical condition for each cadet.

(j) Unit Standing Operation Procedures (SOP) or Cadet Handbook to include: Awards SOP, Merit/Demerit System, Weapon Evacuation Plan and Publicity Plan.

(k) Approved Master Training Schedule and unit Weekly Training Schedule.

(l) Recruiting Plan.

(m) Scrap books/photo albums.

(10) Inspection Team Time. A minimum of 45 minutes must be allotted at the conclusion of the inspection for the Formal Inspection team to assemble notes and prepare for the exit briefing.

(11) Exit Briefing. The Inspection Team Chief will point out specific strengths and weaknesses, and provide a copy of the

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inspection report to the DAI/SAI/AI. An After Action Review will be conducted with the cadet chain of command whenever possible.

6. Special Instructions.

a. The Formal Inspection Team will inspect only one Junior ROTC unit per day.

b. The following information pertains to cross-enrolled schools and their parent/host unit:

(1) Cross-enrolled programs administrative and supply records must be consolidated at the host unit location. The parent/host unit will receive a combined Formal Inspection score rating. There will not be a separate Formal Inspection score for cadets from the cross-enrolled school.

(2) Cross-enrolled cadets are required to participate in the in-ranks inspection and battalion review at the-parent/host unit's location. Requests for exception to this policy will not be considered.

(3) If the DAI/SAI chooses to use the platoon and company drill option, cross-enrolled students only need to be present if their unit is being evaluated. All battalion review scores will not exceed an average score (35-39 points) if cross-enrolled schools do not participate.

c. Neatly handwritten reports are acceptable. Brigades choosing to type the Formal Inspection Report will submit it to the Inspection Team Chief and members for signature. The team member will return the signed Formal Inspection report to brigade within five working days of receipt.

7. Rebuttals. Questionable areas of the inspection will be discussed with the Inspection Team Chief prior to the team's departure. Rebuttals will be forwarded through the respective Brigade Commander to Chief, High School Division NLT 30 days after receipt of the inspection report. Only where a clear error on the part of an inspector has been made will a score be changed. High School Division will coordinate with the appropriate brigade before taking action on any rebuttals.

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Appendix A  
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## Unit Report

# INSPECTION OF JROTC BATTALIONS

## JUNIOR ROTC DIRECTORATE

For use of this form, see Cdt Cmd Reg 145-8; the proponent agency is ATCC-IG

### UNIT REPORT

School: \_\_\_\_\_

Date: \_\_\_\_\_

Location: (City/State) \_\_\_\_\_

Brigade Evaluator: \_\_\_\_\_

ITEM	YES	NO
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#### General

1. Period Covered \_\_\_\_\_

2. Cadet Opening Enrollment\* \_\_\_\_\_

3. School Opening Enrollment \_\_\_\_\_

4. SAI Name \_\_\_\_\_

5. AI Name(s) \_\_\_\_\_

6. Probation. If yes, reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If cadet enrollment does not meet or exceed required minimum, this automatically disqualifies unit from HUD/HU Honors.

ITEM	YES	NO
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### Contract Data

1. Is there a copy of DA 3126 or 3126-1 (Contract) on file in the JROTC office? \_\_\_\_\_
2. Telephone service? \_\_\_\_\_
3. Drill area? \_\_\_\_\_
4. Storage area? \_\_\_\_\_
5. Indoor area for Air Rifle training? \_\_\_\_\_
6. Bond or certificate of insurance?  
Amount \$ \_\_\_\_\_ (AR 710-2, para 2-24c(4)) \_\_\_\_\_
7. Number of classrooms? \_\_\_\_\_
8. Number of offices? \_\_\_\_\_
9. Has the DAI/SAI established budget control for district/school or Government provided funds? \_\_\_\_\_
10. Source of funds:

<u>SOURCE</u>	<u>AMOUNT</u>
RPA	\$ _____
OMA	\$ _____
School	\$ _____

Computers (CPUs) (list all): Yes        No         
List all models (i.e., 486, Pentium) 486 or better

[illegible]



## Participation

1. **Competitive Events:** Include competition with other units involving curriculum related skills such as Marksmanship, Drill Team, Raider Challenge, Orienteering, Cadet Challenge, and LEAD Game. Each participating team, per event, is worth five points which are awarded for participation only and competitive/separate team standing. 10 points are awarded for hosting a meet. This does not include like events. At least four cadets must participate. List each team/event. (50 pts) (To be scored by Brigade)

SCORE: \_\_\_\_\_

[illegible]

SCORE: \_\_\_\_\_

NOTE: The maximum total combined points for Competitive Events and Alternate Unit Activities is 170.

SCORE : \_\_\_\_\_

Type Event

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b. **Community Support:** A community support event must involve at least five cadets for 10 points for each activity to a max of 70 points.

No. of Events \_\_\_\_\_ Score \_\_\_\_\_

[illegible]

6. **Camp Participation:** The unit goal is to have 10% or 10 of its cadets, whichever is less, participate in valid camps. Each cadet counts five points to a maximum of 50 points except for units constrained to a quota of less than 10% cadets. These constrained units will be awarded points on a straight line percentage scale if they fail to meet their allocation they will be assigned a point value. (Maximum pts 50) SCORE \_\_\_\_\_

No. of Cadets	Camp Name	Camp Date	Quota (If any)

7. **Cadet Challenge.\*** Units must have at least 90% of their eligible cadets participate to receive a maximum of 50 points. Points for less participation are awarded on a straight line sliding scale. (To be scored by Brigade).

SCORE \_\_\_\_\_

- a. Number of participants \_\_\_\_\_
- b. Number of eligible cadets \_\_\_\_\_
- c. Calculation: Divide number of participants by 90% of eligible cadets times 50 = \_\_\_\_\_

\*JROTC enrollment less bonafide medical excuses.

Principal's Name \_\_\_\_\_

Date

Date

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Total Score \_\_\_\_\_

Date: \_\_\_\_\_



[illegible]

ACTIVITY	POINTS	MINIMUM REQ	MAX CREDITABLE
Competitive Events	5	6 30 Points	10 50 Points
Alternative Activities			30 Points
Parade	10	1 10 Points	2 (20 Points)
Non-parade	5	0 0 Points	6 (30 Points)
Formal Events	40	1 40 Points	1 40 Points
Color Guard	2	15 30 Points	30 60 Points
Camp Participation	5 (per Cadet)	5 25 Points	10 50 Points
Cadet Challenge	50% of eligible enrollmnt	25 Points	100% 50 Points
Community Service			
School Support	5	6 30 Points	10 50 Points
Community Support	1/participating Cadet, up to 10 Points	6 60 Points	7 70 Points
Optional Points		150 Points	
Project 1		50 Points	
Project 2		50 Points	
Project 3		50 Points	

**TOTAL** **250 Points** **400 Points**

The points between required and maximum (150) can be made up by using active learning strategies from the following programs for all cadets of at least one LET level:

Lions-Quest  
You the People  
High School Financial Planning Program  
Ground Hog Job Shadow Day  
Cadet Ride  
Skills Mapping

A related project or activity must be involved. The guidelines for these projects are specified in the particular program. Additional suggestions will be provided as schools successfully complete activities. All cadets in the class must participate in some way - in the project planning, administration or execution.

Instructors will have a file available with lesson plans and examples of completed activities as well as a description of the project. Inspectors may request associated worksheets, lesson plans, and evaluations.

Each project will be worth 50 points and will have at least ten 45-50 minute or five 80-90 minute lessons associated with it. Ongoing projects will be awarded points based on ten 45-50 minute (or five 80-90 minute lessons) each. Instructors should provide questions that inspectors can ask to check knowledge and benefits of the experience.

\*can be 40-50% or 90-100% - in between award points on a sliding scale.

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## Unit Validation Visit

**JUNIOR ROTC DIRECTORATE**  
**CADET COMMAND PAM 145-8-3**

For use of this form, see Cdt Cmd Reg 145-8; the proponent agency is ATCC-IG

**JROTC UNIT VALIDATION VISIT**

School: \_\_\_\_\_

Date: \_\_\_\_\_

Location: (City/State) \_\_\_\_\_

Inspector: \_\_\_\_\_

1. General YES      NO

a. Opening Enrollment \_\_\_\_\_

b. Multi School Unit? \_\_\_\_\_

c. Single School Unit? \_\_\_\_\_

d. Visit                      Date

    #1                      \_\_\_\_\_

    #2                      \_\_\_\_\_

e. Visitor's Name                      Signature                      Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. Brigade      1      2      3      4      5      6      (Circle One)

2. Classroom.

a. What subject is being presented? \_\_\_\_\_

Is that subject on the training schedule? \_\_\_\_\_

b. Does subject follow lesson plan? \_\_\_\_\_

c. Is the weekly training schedule accessible to all  
cadets? \_\_\_\_\_

3. General Inspection. YES      NO

a. Are all JROTC facilities policed and well maintained? \_\_\_\_\_

b. Is Chain of Command chart posted? \_\_\_\_\_

c. Is JROTC mission statement displayed? \_\_\_\_\_

e. Are sensitive items secured? \_\_\_\_\_

4. Administrative.

a. Is instructor in proper uniform? \_\_\_\_\_

b. Does instructor meet military appearance standard? \_\_\_\_\_

5. Cadet Interviews (two minimum).

a. Cadet Name: \_\_\_\_\_

Comments: \_\_\_\_\_

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b. Cadet Name: \_\_\_\_\_

Comments: \_\_\_\_\_

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6. Region/Brigade Directed Areas.

a. Areas:

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Region/Brigade POC: \_\_\_\_\_

c. Results: \_\_\_\_\_

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c. Comments: \_\_\_\_\_

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\_\_\_\_\_  
DAI Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SAI/AI Name

\_\_\_\_\_  
Signature

Remarks:

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## **Formal Inspection**

### FORMAL INSPECTION CHECKLIST

School: \_\_\_\_\_

Date: \_\_\_\_\_

Location: (City/State) \_\_\_\_\_

Senior Inspector: \_\_\_\_\_

Additional Inspectors: \_\_\_\_\_

Formal Inspections (FI) will be conducted using the complete checklist. Specific comments for each deficiency noted are mandatory. Laudatory remarks for particularly outstanding performance are encouraged.

#### Inspection Point Summary

INSPECTION AREA	MAXIMUM POINTS	
	POINTS AWARDED	
Cadet Staff Briefing	100	_____
Cadet Attendance/Participation	50	_____
In-Ranks Participation	100	_____
Curriculum Knowledge	50	_____
Drill and Ceremony	50	_____
Color Guard	50	_____
Supply Room Inspection	50	_____
Records and Administration	50	_____
Training Management	50	_____
Public Affairs	50	_____
TOTAL	600	_____

Minimum Passing Score - 450

REMARKS:

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As a minimum, the Battalion Commander, S-1, S-3, S-4, and S-5 will conduct the briefing. If your program does not have a designated S-5 (military schools) the S-5 portion must still be briefed. The briefing will be scored in 5 point increments.

(90-100) Outstanding. Well presented, clear concise explanation of the actual staff functions and responsibilities. Includes examples of day-to-day operations, activities, and accomplishments of unit during the school year. Presented in a logical sequence with obvious extensive preparation and good use of briefing aids. (e.g. charts, slides, viewgraphs, etc.)

(80-89) Excellent. Minor Improvements necessary in two or more of the above elements. All elements contained in briefing.

(70-79) Average. Minor improvements necessary in two or more of the above elements. Single element missing.

(40-69) Below Average. Major improvements necessary in most briefing elements.

(1-39) Unsatisfactory. Entire briefing requires major improvements. Two or more elements missing.

(0) No effort. Cadet briefing not presented.

REMARKS:

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During the inspection, in-school detention/suspension, or other disciplinary action will be counted as an unexcused absence.  
(Maximum 50 points)

Cadets	Total School Enrollment _____
Enrolled _____	
Present _____	
Absent _____	
Excused _____	(Attached list)
Unexcused _____	(Includes detention/suspension)

Calculation: Divide number present plus excused by number enrolled times 50.

Example:	100 cadets enrolled
	88 cadets present
	7 cadets excused
	5 cadets unexcused

$88 + 7 = 95$      $95 / 100 = .95$      $.95 \times 50 = 47.5 = 48$  points

REMARKS:

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100% of enrolled cadets present will be inspected. (Maximum 100 points)

a. If the unit has an established (written) cadet appearance/hair cut policy, personal appearance and grooming must meet or exceed the unit standards. As a minimum, hair (both male and female) will be clean, well groomed, and must not contact or extend below the uniform collar. Hair styles will be such that the appropriate headgear can be properly worn.

b. Uniforms (including headgear) are clean, pressed and in good repair; properly fitted and serviceable; with all insignia, metal accoutrements and accessories properly maintained and affixed to the uniform. Brass and shoes/boots are cleaned and shined.

c. Cadets must wear headgear for the in-ranks inspection.

d. All cadets present must be inspected. Those cadets not wearing a uniform will be assessed six (6) uniform deficiencies.

e. Calculation: Possible (Number of cadets inspected times 6) minus total deficiencies divided by possible times 100:

Example: 88 cadets inspected  
23 deficiencies

$$\begin{aligned} 88 \times 6 &= 528 & 528 - 23 &= 505 \\ 505 / 528 &= .956 \times 100 &= 95.6\% &= 96 \text{ points} \end{aligned}$$

REMARKS:

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Following the in-ranks inspection, a battalion review or individual platoon/company drill will be conducted in accordance with FM 22-5 and Region directives. A battalion review may only be conducted if time, weather, and/or facilities (i.e. outdoor drill area) permit. (Maximum 50 points)

(45-50) Outstanding. All commands were clear, precise and correctly given on the proper foot IAW FM 22-5 and the prescribed/approved plan. All elements responded sharply and promptly with outstanding military bearing. Individual movements were properly executed on the correct foot in a precise military manner.

(40-44) Excellent. Minor improvements necessary in the manner in which the commands were given and/or manner in which the unit executed the commands. (Explain under REMARKS)

(35-39) Average. Overall performance of unit was adequate due to the manner in which the commands were given and/or manner in which the unit executed the commands. (Explain under REMARKS)

(1-34) Below Average. Overall performance marginal. Major improvements needed by commander and/or individuals in the unit. (Explain under REMARKS)

(0) Unsatisfactory. Performance indicated commander and/or members of the unit have not satisfied minimum expected training requirements. (Explain under REMARKS)

REMARKS:

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**6. Color Guard.**

SCORE: \_\_\_\_\_

(Worksheet at Appendix C

How was performance of the color guard during the inspection

(FM 22-5, Sec 9, para 9-45 through 9-57)? Note: If done in conjunction with Battalion Review, ensure evaluator grades uncasing/casing. (Maximum 50 Points)

(45-50) Outstanding. Precise and proper commands given and executed by the Color Guard. Overall performance and appearance of the Color Guard superior in all aspects. (Including casing/uncasing of the colors.) Color Guard may be evaluated as part of a review or as a separate performance.

(40-44) Excellent. Minor improvements necessary in the manner in which the commands were given and/or executed by the Color Guard. Excellent individual appearance and military bearing. (Explain under REMARKS)

(35-39) Average. Overall performance was adequate due to manner in which commands were given or executed. (Explain under REMARKS)

(1-34) Below Average. Major improvements needed in commands and/or execution and individual appearance. (Explain under REMARKS)

(0) Color Guard did not perform.

REMARKS:

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**7. Supply Room Inspection.**  
(Maximum 50 Points)

SCORE: \_\_\_\_\_

a. Is the Logistics Checklist, CC Form 183-R or 11-2 Supply Checklist, being routinely used by the MPC/Hand Receipt Holder to

evaluate and determine status of unit's property accountability?  
(CCR 700-1, para 1-4f) (20 Points)

SUB-SCORE: \_\_\_\_\_

b. Is there a record on file of a logistics inspection or assistance visit conducted at the unit within the last twelve months? (CCR 700-1, para 2-8c)

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c. Have findings, discrepancies, and shortcomings cited in the last inspection and assistance visit report been corrected? (30 Points)

SUB-SCORE: \_\_\_\_\_

NOTE: If "a", "b", and "c" above are affirmative, award the unit 50 points. Deduct 5 points for any finding, discrepancy, or shortcoming not satisfactorily corrected in "c" above. If no visit within the last 12 months, complete the checklist at Appendix D. All checklist supply questions will be scored for the full point value or zero.

REMARKS:

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**8. Records and Administration.**  
(Maximum 50 Points)

SCORE: \_\_\_\_\_

a. Is an active individual record maintained for the number of cadets enrolled. (Maximum 15 Points)

SUB-SCORE: \_\_\_\_\_

Calculation

Percent of Enrolled	Points
100	15
75	10
50	5
25	0

b. Are the active individual records properly maintained in the area of administration; awards and decorations, and curriculum related training. Each record must have a signed Privacy Act Statement and a signed Health Statement. The inspector will inspect 25 cadet records at random and one point will be deducted for each deficient record.

(Maximum 25 Points)

SUB-SCORE: \_\_\_\_\_

c. Are the previous Formal Inspection and Unit Validation Visit reports on file and has corrective action been taken on the deficiencies? 0 points if documents are not on hand or if deficiency(ies) under their control have not been corrected.

(Maximum 10 Points)

SUB-SCORE: \_\_\_\_\_

REMARKS:

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**9. Training Management.**

SCORE: \_\_\_\_\_

(Maximum 50 Points)

a. Is a Brigade approved Master Training Schedule for the current school year on hand and being followed? 0 points if documents are not on hand. (10 Points)

SUB-SCORE: \_\_\_\_\_





(40-44)     Excellent.    Obvious effort, exceeds requirements.

(35-39)     Average.    Effort and performance obvious, meets  
required standards.

(1-34)      Below Average.    Very little effort, meets minimum  
requirements.

(0)           Unsatisfactory.    Very little or no effort. Does not  
meet the minimum requirements.

The following categories will be awarded 5 points per occurrence  
not to exceed 10 points per category.

a. JROTC Scrapbook:	5 points ea x _____	= _____	(10 max)
b. Bulletin Board:	5 points ea x _____	= _____	(10 max)
c. Yearbook interface:	5 points ea x _____	= _____	(10 max)
d. JROTC Newsletter:	5 points ea x _____	= _____	(10 max)
e. News media coverage:	5 points ea x _____	= _____	(10 max)
f. Feeder school visits:	5 points ea x _____	= _____	(10 max)
g. Other activities: (community related)	5 points ea x _____	= _____	(10 max)
Total: _____			(50 max)

REMARKS:

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**INSPECTION TEAM AUTHENTICATION**

NAME	DATE	SIGUNATURE	POSITION
_____	_____	_____	Team Chief
_____	_____	_____	Team Member
_____	_____	_____	Team Member

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

a. Use the drill and ceremonies worksheet for evaluating either the battalion review or individual platoon/company drill. The scoring procedure for both is included in the evaluation criteria.

b. The evaluations will include formation (assembly), dress/alignment, cadet leader control, unit response/execution and overall performance.

c. In all cases, the inspecting officer(s) must observe the unit formation (preparation).

d. Fancy drills may be performed for exhibition only and not in lieu of the drill and ceremonies requirement.

## 2. Detailed Instructions.

a. The battalion review will be in accordance with FM 22-5 and the prescribed plan. Platoon/company drill will be in accordance with FM 22-5 and these detailed instructions.

b. If the battalion review is conducted, the entire battalion must participate. For platoon/company drill only, the inspecting officer may select a minimum of one platoon per company (class period) to perform the drill requirement. For inspection purposes, a platoon/company will consist of no less than 12 cadets plus a cadet leader.

c. A flag or marker placed directly opposite the reviewing stand/inspecting officer position will designate the start point for platoon/company drill. Each platoon/company will assemble in a line formation at the designated start point facing the reviewing stand/inspecting officer position; at a signal from the inspector, the platoon/company will perform the following movements in sequence.

- |                  |                  |                  |
|------------------|------------------|------------------|
| 1. Dress Right   | 9. Left Flank    | 17. Column Right |
| Dress            |                  |                  |
| 2. Ready Front   | 10. Right Flank  | 18. Column Left  |
| 3. Present Arms  | 11. Column Right | 19. Column Left  |
| 4. Order Arms    | 12. Right Flank  | 20. Plt/Co Halt  |
| 5. Left Face     | 13. Left Flank   | 21. Left Face    |
| 6. About Face    | 14. Column Right | 22. Fall Out     |
| 7. Forward March | 15. Rear March   |                  |
| 8. Column Left   | 16. Rear March   |                  |

### DRILL AND CEREMONIES WORKSHEET

School: \_\_\_\_\_ Date: \_\_\_\_\_

Platoon/Company or class period if applicable: \_\_\_\_\_

#### 1. General.

a. A total of 50 points is the maximum possible for this requirement. Use a single sheet for the battalion review (if conducted). Use a separate sheet for each platoon/company performing small unit drill. For platoon/company, combine the total points on each sheet and divide by the number of drill sessions performed to obtain the average overall unit score.

b. Rate each item listed in each area from 0 to max points possible for that item. Enter the result in the appropriate column. Enter the overall total at the bottom of the column and in item eleven(11), under Cadet Performance/Participation of the inspection checklist (Cadet Command Form 187-C-A-R). Attach all copies of all worksheets to the inspection report.

## 2. Evaluation.

### AREAS EVALUATED

PLT/CO BN REVIEW

#### CADET LEADER CONTROL (10 POINTS)

1. Command voice (2 Points)
2. Proper commands (2 Points)
3. Cadence/timing (2 Points)
4. Position/military bearing (2 Points)
5. Followed prescribed plan/sequence (2 Points)

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#### UNIT DRESS/ALIGNMENT (10 POINTS)

1. Stationary (5 Points)
2. Marching (5 Points)

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#### EXECUTION/RESPONSE (20 POINTS)

1. Synchronized unit response (5 Points)
2. Correct facing movements (5 Points)
3. Correct marching movements (5 Points)
4. Proper marching step/cadence (5 Points)

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### AREAS EVALUATED

PLT/CO BN REVIEW

#### OVERALL PERFORMANCE (10 POINTS)

1. Military bearing (5 Points)
  2. All required movements performed (5 Points)
- TOTAL SCORE

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[illegible]

(Inspector's Signature)

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# COLOR GUARD DRILL SEQUENCE WORKSHEET

School: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Sling Arms
<input type="checkbox"/> Post
<input type="checkbox"/> Uncase Colors
<input type="checkbox"/> Present Arms
<input type="checkbox"/> Order Arms
<input type="checkbox"/> Post
<input type="checkbox"/> Colors Reverse March
<input type="checkbox"/> Forward March
<input type="checkbox"/> Left Wheel March
<input type="checkbox"/> Colors Reverse March
<input type="checkbox"/> Forward March
<input type="checkbox"/> Colors Halt
<input type="checkbox"/> Order Colors
<input type="checkbox"/> Parade Rest
<input type="checkbox"/> Colors Attention
<input type="checkbox"/> Carry Colors
<input type="checkbox"/> Forward March
<input type="checkbox"/> Right Wheel March
<input type="checkbox"/> Forward March
<input type="checkbox"/> Right Wheel March
<input type="checkbox"/> Forward march
<input type="checkbox"/> Colors Reverse March
<input type="checkbox"/> Forward March
<input type="checkbox"/> Eyes Right
<input type="checkbox"/> Ready Front
<input type="checkbox"/> Left Wheel March
<input type="checkbox"/> Forward March
<input type="checkbox"/> Left Wheel March
<input type="checkbox"/> Color Guard Halt
<input type="checkbox"/> Sling Arms
<input type="checkbox"/> Post
<input type="checkbox"/> Present Arms
<input type="checkbox"/> Order Arms
<input type="checkbox"/> Case Colors
<input type="checkbox"/> Post

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### EVALUATION

1. A maximum of 5 points may be awarded for each area listed below.

	a. Uncasing Colors
	b. Proper commands given
	c. Present Arms
	d. Synchronized precision responses
	e. All required movements performed

	f. Alignment and dress
	g. Facing movements correct
	h. Marching movements correct
	i. Position of the National Colors
	j. Casing of Colors

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EVALUATORS NAME

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SIGNATURE

### SUPPLY CHECKLIST

For use of this form, see Cdt Cmd Reg 145-8; the proponent agency is ATCC-IG

1. Layout and Organization. (2 Points)

SUB-SCORE: \_\_\_\_\_



a. Is the storage organized so that the space is fully used?  
(AR 740-26) Are all items tagged to indicate what disposition is  
being taken (i.e. turn in)? (Cadet Command Reg 700-1, para 2-7)

b. Are fire, safety, and physical security standards being  
met? (AR 190-11, AR 385-10, DA Pam 385-1)

2. Standard Operating Procedures (SOP). SUB-SCORE: \_\_\_\_\_  
(2 Points)

Does the unit maintain a current SOP for internal operations?  
(Cdt Cmd Reg 700-1, para 1-4e and 1-4f) (1 Point)

3. Files Management and Administration SUB-SCORE: \_\_\_\_\_  
(2 Points)

Are the supply files established and maintained? (AR 25-400-  
2).

4. Publications and Authorizations SUB-SCORE: \_\_\_\_\_  
Documents (1 Point)

Are all required publications on hand or on order? (Appendix  
C, Cdt Cmd Reg 700-1)

Are all equipment authorization documents on hand and current  
(TDA, CTA, etc.) per AR 71-32.

5. Property Book Maintenance. SUB-SCORE: \_\_\_\_\_  
(4 Points)

a. Has the current HOEI appointed the MPC/Hand Receipt  
Holder? Is a copy of the appointing memo on file? (AR 710-2,  
para 2-4g and DA Pam 710-2-1, para 4-4)

b. Is the statement of accountability/responsibility by the  
MPC filed in the front of the property book? (DA Pam 710-2-1,  
para 4-5b)

c. Are authorized allowances on the property book reconciled  
with authorization documents annually and is the MPC's statement  
on file in front of the Property Book or file? (AR 710-2, para  
2-4b)

d. Is every entry in the property book or hand receipt supported by the document register and document supporting file? (DA Pam 710-2-1, para 4-8)

e. Is excess property/equipment reported to Cadet Command prior to transfer/turn-in? (Cdt Cmd Reg 700-1, para 2-3)

f. Are postings made to the property book within three working days of the transaction? (AR 710-2, para 2-8)

g. Is all equipment listed in the "authorized" column of the applicable TDA? (AR 710-2, para 2-6)

h. Is there a page in the property book for each item listed in the "required" column of the applicable TDA? (AR 710-2, para 2-5a (1))

i. Has a DA Form 3328-1 been prepared for all serial numbered items (9 or less serial numbers may be entered in remarks block of DA 3328)? (DA Pam 710-2-1, para 4-10)

j. Are all items recorded in the property book as on hand either issued on valid hand receipts or in storage under control of the MPC? (AR 710-2-1, para 2-6)

6. Document Register Maintenance and  
Due-in Suspense Files. (2 Points)

SUB-SCORE: \_\_\_\_\_

a. Are the document registers (one for expendable and one for non-expendable) maintained? (DA Pam 710-2-1, para 2-19)

b. Is a memo filed with the document register designating a block of serial numbers for the using elements? (DA Pam 710-2-1, para 2-19b)

c. Is there a status card or record on file supporting every open entry in the document registers? (DA Pam 710-2-1, para 2-21)

d. Are open document numbers carried forward to new document registers? (AR 25-400-2)

e. Do property receipt documents for supplies and equipment reflect signature, rank, and Julian date in appropriate block of receipt document? (DA Pam 710-2-1, para 4-14b)

- f. Are serial numbers posted to receipt documents when applicable? (DA Pam 710-2-1, para 9-4a (5))
- g. Does the document file contain a statement about each missing document signed by the MPC? (DA Pam 710-2-1, para 4-14b)
- h. Can an audit be conducted by match of entries in the property book with documents in the supporting document file? (DA Pam 710-2-1, para 4-14):
- i. Are documents posted to the property book marked as follows? (DA Pam 710-2-1, para 9-4a(5))

1. "Posted?"
2. "Dated?"
3. "Initialed by the posting individual?"

7. Hand receipt procedures. (2 Points) SUB-SCORE: \_\_\_\_\_

a. Are hand receipts/temporary hand receipts established and maintained for all property book items not under control of the PBO/MPC? (DA Pam 710-2-1, para 5-3 and 5-4)

b. Are the signature and rank of the hand receipt holder (acknowledging responsibility) and the date entered on the hand receipt? (DA Pam 710-2-1, fig 5-1 instructions)

8. Request, Issue and Turn-in of Supplies. SUB-SCORE: \_\_\_\_\_  
(1 Point)

a. Are all items on request authorized? (AR 710-2, para 2-6)

b. DA Form(s) 3161 on hand to support lateral transfer? (AR 710-2, para 2-13a and DA Pam 710-2-1, para 3-14 & 15)

c. Have all lateral transfers been approved and posted to property book? (DA Pam 710-2-1, para 3-15)

d. Prior to disposal of clothing, has the HOEI signed the DA Form 3161 verifying the condition of the clothing as serviceable? (DA PAM 710-2-1)

9. Inventories. (3 Points) SUB-SCORE: \_\_\_\_\_

a. Has an annual 100 percent inventory been conducted (must be within one year)?

b. Is there a verification memo on file? Inventory can be accomplished on a cyclic basis. (DA Pam 710-2-1, para 9-9)

c. Are all sensitive items (to include weapons and ammunition) listed on the property book inventoried quarterly? (AR 710-2, para 9-10)

d. Are weapons and ammunition physically inventoried when the weapons storage area/container is opened or when the responsibility for the custody of the arms storage facility keys are transferred? (DA Pam 710-2-1, para 9-11)

e. Upon completion of inventories, when losses are discovered, are adjustment actions taken within the prescribed time frame? (AR 735-5, para 13-7)

f. When nonexpendable items are found on hand but not accounted for on the property book, are they turned in as found on post and accountability established? (DA Pam 710-2-1, para 3-7)

10. Accounting for Losses (R/Ss, S/C, CCV and AAR). (3 Points) SUB-SCORE: \_\_\_\_\_

a. Has the institution provided adequate bonding/insurance? (AR 735-5, para 10-3)

b. Are R/Ss for all lost, damaged, or destroyed items initiated within 15 days? (AR 735-5, para 3-17)

c. Are lost items dropped from property book at the time R/S is prepared and given a document number? (AR 735-5, para 13-15b)

d. Is the MPC notified when a cadet drops from the program, and is notification made with 5 to 7 days? (Cdt Cmd Reg 700-1, para 2-16)

e. Did the unit comply with the 45 day time limit for initiating the recovery of clothing and equipment procedure? (AR 700-84, para 9-13, and Cdt Cmd Reg 700-1, para 2-16)

f. Are completed copies of the adjustment document filed in the document supporting file? (DA Pam 710-2-1, para 4-14)

Is a CCV or S/C processed for lost, damaged or destroyed expendables/durables as well as nonexpendables? (AR 735-5, para 12-2)

11. Personal Clothing and Organizational SUB-SCORE: \_\_\_\_\_  
Clothing and Equipment Procedures. (2 Points)

a. Does the supply section have a current roster of cadets on file in the supply room? (AR 700-1, para 2-3b(1))

b. Is a clothing record established for each cadet issued clothing/equipment? (AR 700-84, Chpt 9)

c. Are items on hand in excess of authorization?

12. International Merchant Purchase SUB-SCORE: \_\_\_\_\_  
Authorization Card. (3 Points)

a. Have questions 1 through 15 in Appendix E IMPAC Card Checklist been responded to in the affirmative? (DA Pam 710-2-1, para 4-25b)

b. Have problems identified in question 16 Appendix E IMPAC Credit Card Checklist been corrected? (Cdt Cmd Reg 700-1, para 2-7)

13. Continuing Balance System-Expanded SUB-SCORE: \_\_\_\_\_  
Reporting. (1 Point)

a. Have all property book records been checked against the current edition of SB 700-20 to ensure the all reportable Reportable Item Control Code (RICC) 2 items are properly identified?

b. Did the battalion mail the annual reconciliation report in a timely manner IAW Cadet Command guidance? Is a file copy of report on hand? (Cdt Cmd Reg 700-1, para 2-6)

c. Is a file copy of report on hand? (Cdt Cmd Reg 700-1, para 2-6)

14. DODSASP Reporting. Are transaction SUB-SCORE: \_\_\_\_\_  
documents on small arms provided to the installation SASSO within 5 working days after receipt or turn-in of weapons? (1 Point)

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15. Ammunition. is ammunition (to include SUB-SCORE: \_\_\_\_\_  
pellets) stored in a secured area or container? (2 Points)

REMARKS:

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1. Do you have an IMPAC card issued by your

- support installation? \_\_\_\_\_
2. Do you have the current Cadet Command  
IMPAC policy memo? \_\_\_\_\_
3. Do you have a current support installation  
IMPAC standard operating procedure? \_\_\_\_\_
4. Do you safeguard you card to ensure it is  
not stolen or used by someone else? \_\_\_\_\_
5. Is there a copy of the appointment  
memorandum on file from the Director of  
Contracting for the cardholder? \_\_\_\_\_
6. Is you immediate supervisor the  
approving/certifying official? \_\_\_\_\_
7. Is there a copy of the appointment  
memorandum on file from the Director of  
Contracting for the approving/certifying  
official? \_\_\_\_\_
8. Does an approving/certifying official  
review and authorize in writing each account's  
purchases before ordering items? \_\_\_\_\_
9. Do you maintain a log of each account's  
purchases? \_\_\_\_\_
10. Are only authorized items purchased? \_\_\_\_\_
11. Do you ever split orders? \_\_\_\_\_
12. Does the program manager review purchase  
logs annually? \_\_\_\_\_
13. Statement of Account (SOA).
- a. Is the SOA date stamped upon receipt? \_\_\_\_\_

- b. Does each cardholder reconcile their  
monthly statement and forward to approving  
official within 5 work days after closing date  
on the account? \_\_\_\_\_
- c. Does an approving/certifying  
official review each account's purchases  
to ensure all purchases and disputes are

adequately documented on the document register? \_\_\_\_\_

d. Does the approving/certifying official maintain purchase receipts and support documentation for 3 years? \_\_\_\_\_

e. Does the approving/certifying official(s) forward monthly statement(s) and invoice(s) for payment by 10th work day after receipt of the billing statement? \_\_\_\_\_

14. Did the new card holder(s) and approving official(s) attend standard Army training on IMPAC procedures before account was activated? \_\_\_\_\_

15. Does the current card holder(s) and approving official(s) attend annual refresher standard Army training on IMPAC procedures? \_\_\_\_\_

16. Are there problems with purchase logs? Explain. \_\_\_\_\_

17. Is each single item purchase over \$150.00 approved by the Brigade Commander? \_\_\_\_\_

REMARKS:

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## Unit Evaluation Summary



**INSPECTION OF JUNIOR ROTC BATTALIONS**  
**JUNIOR ROTC DIRECTORATE**

For use of this form, see Cdt Cmd Reg 145-8; the proponent agency is ATCC-IG

ANNUAL UNIT EVALUATION SUMMARY

School Name \_\_\_\_\_

Period Covered \_\_\_\_\_

### Formal Inspection Conducted

	POINTS	PERCENT
Unit Report (Maximum 400)	_____	_____
Formal Inspection (Maximum 600)	_____	_____
<b>Total</b>	_____	_____

### No Formal Inspection Conducted

Unit Report (Maximum 400)	_____	_____
Last Formal Inspection	_____	_____
Date _____		
<b>Total</b>	_____	_____

### Items of Command Intrest

**ITEMS OF COMMAND INTEREST  
CURRICULUM, VIDEOS/AUDIOS AND ENHANCEMENTS**

Are the following curriculum items readily accessible and  
accounted for: YES                      NO

**For each LET level:**

Formal Student Text	_____	_____
Student Workbook	_____	_____
Instructor Manual	_____	_____
Programmed Text	_____	_____

Programmed Text Answer Book	_____	_____
Test Bank	_____	_____
Overheads (Paper Only)	_____	_____
<b>Enhancement Programs:</b>		
Unlocking Your Potential Student's Guide	_____	_____
Unlocking Your Potential Leader's Guide	_____	_____
Unlocking Your Potential Video Tapes (14)	_____	_____
Power Learning Student Workbook	_____	_____
Power Learning Workbook Key	_____	_____
Power Learning Instructor Guide	_____	_____
Power Learning Video Tapes (4)	_____	_____
Power Learning Audio Tapes (4)	_____	_____
Leadership Education Aptitude Drill (LEAD)	_____	_____
You the People Student Text	_____	_____
You the People Expanded Teacher's Guide	_____	_____
You the People Video Tape (under development)	_____	_____
Winning Colors Video Tape	_____	_____
Winning Colors Cards (1 set-50 cards per set)	_____	_____
Brain Child and Accessories	_____	_____
<b>Video Support:</b>		
A Clean Start	_____	_____
Speaking of Comedy	_____	_____
Different Drums, Same Rhythm	_____	_____
The Heimlich Maneuver	_____	_____
Aids: Everything You Should Know	_____	_____
Freedoms	_____	_____
Gina's Story	_____	_____
Steps to Success	_____	_____
The First Time Club	_____	_____
Captured Pride	_____	_____
The Computer Zone	_____	_____
Davey, The High School Experience	_____	_____
Mental Training for the Junior Shooter	_____	_____
Student Instructor Orientation	_____	_____
Once More with Feeling	_____	_____
Digital Thieves	_____	_____
Spaceship Earth	_____	_____
In Real Life	_____	_____
Colin Powell, The Making of a Leader	_____	_____

Mandatory Remarks:

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## ITEMS OF COMMAND INTEREST AND SPECIAL CONCERN

INSPECTORS WILL MAKE MANDATORY REMARKS FOR EACH INSPECTION ITEM.  
IT WILL REMAIN A PART OF THE INSPECTION REPORT.

### JROTC INSTRUCTOR PERSONNEL

1. Do Instructor personnel correctly wear a serviceable and approved Army uniform with authorized insignia, awards and rank?

Mandatory Remarks:

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2. Do instructor personnel meet Army weight standards (IAW AR 40-501) and present a favorable military appearance?

	Name	Age	Height	Weight
DAI				
SAI				
AI				
AI				

Mandatory Remarks: (Comment if not in compliance with standard.)

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3. Are instructor personnel performing additional school duties that interfere with the conduct of the JROTC program?

Mandatory Remarks:

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#### ITEMS OF COMMAND INTEREST (CONTINUED)

4. Do the JROTC cadre focus on the needs, welfare, interest and development of the cadets?

Mandatory Remarks:

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## TRAINING MANAGEMENT

1. Does the unit make safety a priority through good risk assessment of everything they do? Are risk assessment worksheets maintained?

Mandatory Remarks:

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2. Do the JROTC cadre present instruction IAW the POI? Are all components of the JROTC POI on hand and being used, (i.e. video tapes, textbooks/workbooks and VGTs)?

Mandatory Remarks:

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3. Is the cadre aware of and in compliance with command policies? Cdt Cmd Policy Memo's 17, 18, 19 and 29?

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## ITEMS OF COMMAND INTEREST (CONTINUED) SUPPLY/LOGISTICS

1. Are all weapons, including M1903s and M1s, properly cleaned, maintained, secured, and accounted for IAW applicable regulations and directives?

Mandatory Remarks:

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2. Has school accountability been established for government property procured through other than JROTC channels (SEA Donation Program)? (On school property book not on JROTC property book.)  
Mandatory Remarks:

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3. Does the unit SOP provide a detailed guideline for the security, accountability, and management of government property and the daily operation of the unit supply?  
Mandatory Remarks:

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4. Does the unit have excess or unauthorized property on hand?  
Mandatory Remarks:

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**ITEMS OF COMMAND INTEREST (CONTINUED)**  
**RESOURCE MANAGEMENT**

1. Has the SAI established budget controls for school or government provided moneys/resources and is the SAI personally involved in a regularly scheduled review process?

a. What is the unit's annual OMA \_\_\_\_\_ and RPA \_\_\_\_\_ funding?

b. What is the current balance OMA \_\_\_\_\_ and RPA \_\_\_\_\_?

Mandatory Remarks:

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2. Has the SAI established budget controls for fund raiser monies and is the SAI personally involved in a regularly scheduled review process?

Mandatory Remarks:

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3. Have JROTC instructors complied with internal control measures IAW Cadet Command Regulation 11-2?

Mandatory Remarks:

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